

ELEVATOR INSPECTOR I

(Department of Neighborhood Services)

THE PURPOSE of this position is to conduct inspections of passenger and freight elevators, chair lifts, handicap lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to insure that equipment installed in the City of Milwaukee meet the standards prescribed by State and City codes. Inspection work will include elevator testing and review of plans or specifications for new or existing elevator installations.

ESSENTIAL FUNCTIONS:

- ◆ Research the Safety Code for Elevators and Escalators, the Wisconsin Administrative Code of the Department of Commerce, and the Milwaukee Code of Ordinances for determining compliance;
- ◆ Investigate and resolve referrals and service requests from citizens, aldermen, and other departments;
- ◆ Identify faulty or inadequate construction methods, or code violations, during on-site inspections;
- ◆ Draft and send to owners legally enforceable orders to correct conditions in cases of noncompliance;
- ◆ Explain code violations and other issues to owners of buildings, businesses, and to professionals;
- ◆ Advise owners, contractors, builders, architects or other elevator installation personnel on modifications required for elevators to establish and maintain compliance with current regulations;
- ◆ Prepare and testify in municipal court against owners of buildings for failure to correct violations of the code;
- ◆ Prepare and testify at the Standards and Appeals Commission meetings for orders that are appealed;
- ◆ Review plans and approve permit applications for new elevators or modifications to existing elevators;
- ◆ Inspect new or existing elevators, escalators, moving walks/ramps, dumbwaiters, and other types of passenger and freight elevators to ensure compliance with the applicable codes;
- ◆ Witness safety, load, and speed tests on passenger and freight elevators when required;
- ◆ Supervise drop tests of safety devices under the direction of the Department of Commerce on all elevators as required by the State Elevator Code;
- ◆ Maintain accurate records of inspections including detailed reports on complaints and rejections;
- ◆ Perform other job-related tasks as assigned.

MINIMUM REQUIREMENTS:

1. Four years of experience installing, maintaining, repairing and/or inspecting elevators and moving stairs.
NOTE: Successful completion of college-level courses from a mechanical or electrical engineering curriculum may be substituted for up to 2 years of experience.
2. Must become certified by the Wisconsin Department of Commerce as an Elevator Inspector within 6 months of appointment.
3. Valid Driver's license and availability of a properly insured automobile at the time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

PREFERRED QUALIFICATIONS:

- ◆ Certification by the Wisconsin Department of Commerce as an Elevator Inspector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of Elevator / Escalator construction practices and techniques.
- ◆ Knowledge of methods and materials used in Elevator / Escalator construction.
- ◆ Knowledge of Elevator / Escalator safety, load, speed, and drop tests.
- ◆ Skill in reading and recognizing violations of all applicable Elevator / Escalator codes.
- ◆ Skill in reading and interpreting working drawings, plans, blueprints and specifications.
- ◆ Knowledge of the inspection methods for elevators and escalators, chair lifts, handicap lifts, moving walks, and dumbwaiters and ability to perform inspections to ensure code compliance.
- ◆ Skill in preparing analytical reports on compliance with standards and code.
- ◆ Analytical skills.
- ◆ Oral communication skills.
- ◆ Written communication skills.
- ◆ Ability to communicate diplomatically with the public, public officials, and other skilled tradespeople.
- ◆ Interpersonal skills.
- ◆ Assertiveness skills.
- ◆ Ability to maintain detailed records.
- ◆ Ability to use tools and devices closely related to Elevator / Escalator inspection.
- ◆ Ability to transport job-related tools and equipment to the inspection site.
- ◆ Ability to climb ladders and to ride on the top of elevator cars.

Note: Incumbents will be expected to conform to a uniform dress code prescribed by the department. A clothing allowance, as provided for in the appropriate labor contract, may be provided.

THE CURRENT SALARY RANGE (549) IS: \$48,478 - \$56,935 annually.

#05-115—JRS (SM)

2/2/06